

Business Intelligence (BI) Budget Reports Training Manual

- Please feel free to contact the Budget Office at x34145 with questions concerning BI budget reports.
- See the Kutztown University Budget Office webpage for Viewing Budgets in Business Intelligence to download the navigation manual for additional information/instructions.
- BI updates once daily at 6 AM, therefore it is always showing information through the previous day.
- Prior to running BI reports, the [BI Browser Setting Instructions](#) should be followed to make any necessary changes to the user’s browser settings.

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BI Login

Log into the Employee Self-Serve using this link: <https://portal.passhe.edu/iri/portal> or from the Kutztown University home page, click on Faculty and Staff
Then click Employee Self-Serve
Login using the user's email address and Windows password
Then click on the Business Intelligence tab.

The screenshot shows the Business Intelligence portal interface. The top navigation bar includes tabs for Home, Account Alerts, Employee Self-Serve, Materials Management, SAP GUI, Business Intelligence (highlighted), and SourcePoint. Below this, a secondary navigation bar contains tabs for Campus Reports (highlighted), Accounting & Finance, Budgeting, Purchasing, Position Budget Management, Long Term PBM Projections, Functional Costs, BI Message Administration, and Manage Saved Views (highlighted). The left sidebar shows a dropdown menu for Campus Reports with the following items: Overview, KU E&G Budget Report, KU Auxiliary Budget Report, KU All Other Budget Report, Monthly Budget Summary fo..., Monthly Budget Summary fo..., NEW Budget Report, and NEW Auxiliary Budget Report. The main content area is titled 'Messages & Announcements' and features a section for 'Supported Browsers for BI Reporting' with a list of supported browsers: Microsoft Edge* (Updated Version), Microsoft Internet Explorer (IE11), Mozilla Firefox*, Google Chrome*, and Apple Safari*. A note below the list states: '*Maintenance of trusted sites and pop-up blockers must be set by individual users. Instructions can be found in the document linked below.' Below this is a link for 'BI Browser Setting Instructions'. To the right, there is a 'System Status' section showing 'System Online' with a green checkmark icon, and a 'University Contacts' section for the Accounting Office, listing Matt Assad with phone number ext. 34607 and email address assad@kutztown.edu.

A breakdown of report areas will be available depending on the portal roles assigned to each user. Campus Reports and Manage Saved Views are available to all users. Each area then contains individual reports listed on the left side. When clicking on a report link, it will open in a new tab.

Running BI Reports

After logging into Business Intelligence, click the Campus Reports tab. Then select the NEW Budget Report or the NEW Auxiliary Budget Report, depending on the user's department.

- E&G (Education and General) Departments – fund centers beginning with 4511 – Select the **NEW Budget Report** to view Student employment, Other Expenses, and Transfers Out. This report format does not default to include salary and benefits detail for full time personnel.
- Other Departments – fund centers beginning with 4512 (Professional Development) & 4513 (Self-Sustaining) – Select the **NEW Auxiliary Budget Report** to view the complete budget. This report format defaults to show all information including revenue and salary and benefits for personnel.
 - 4512 - Segregated specifically to track funding, no annual on-going budget, funding comes from E&G (4511), generally when the money is spent, the fund is “done”
 - 4513 – Specifically segregated, often has “outside” source of funding, which creates annual budget, or from E&G (4511), examples are books, publications designed here and sold, camps, conferences, etc.
- Auxiliary Departments – fund centers beginning with 4516, 4521, 4522, 4523, 4524 & 4525 – Select the **NEW Auxiliary Budget Report** to view the complete budget. This report format defaults to show all information including revenue and salary and benefits for personnel.

Personalization

Personalization can be set up once initially and it will be saved for all future reports. Once it is set up, the user will only have to click OK to execute the report. If changes to the funds centers or fiscal year are required, those can be entered in the Current Selection box. An * indicates a required field.

- Fund Center (BCS) Groups – this option allows selection of a group of fund centers based on the university’s organizational hierarchy. For example: all fund centers controlled by a particular dean or director
- Fund Center (Multiple or Single) – this option allows identification of an individual fund center or multiple fund centers for the report

Click Show Variable Personalization, then click the white/grey box to select fund center(s)

The image shows two screenshots of a software interface for variable personalization. The top screenshot shows the 'Show Variable Personalization' button highlighted with a red box and a red arrow pointing down to the second screenshot. In the second screenshot, the 'Hide Variable Personalization' button is visible, and a red box highlights the checkbox for 'Funds Center (BCS) Group' in the 'General Variables' table, with a red arrow pointing to it from the top screenshot.

Top Screenshot:

Available Variables: Save Save As... Delete **1** [Show Variable Personalization](#)

General Variables

Variable #	Current Selection	Description
* Fiscal Year	2022	2022
Funds Center (BCS) Group		
Fund Centers - Single or Multiple Values ...		

OK Check

Bottom Screenshot:

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables

Variable #	Current Selection	Description
* Fiscal Year	2022	2022
Funds Center (BCS) Group		
Fund Centers - Single or Multiple Values ...		

Navigation: [Down] [Down] [Up] [Up]

Personalized Variables

Personalize Changed Values Retrieve Personalization

Variable #	Current Selection	Description
------------	-------------------	-------------

Show Personalized Variables

OK Check

Select Node Level / Fund Center

1

2

3

Save personalized variables

Only select the Fund Center Group line and click the single down arrow to bring it down to the Personalized Variables section to save the personalization. This allows the year to remain flexible.

To make a change – click on the current selection in the Personalized Variables section so it turns orange, click the single up arrow, change it in the General Variables top section, then highlight the selection and click the single down arrow to save the change

1

2

3

4

Understanding Report Content

Summary tab

This is a high level overview of budget, commitments, and actual spending. This is intended for quick identification of areas for further investigation, which can be accessed by further “drilling down.”

Oper Exp & Trans		Current Budget	Commitments	Actuals	Commitments + Actuals	Remaining	Remaining
Funds Center	Commitment Item	\$	\$	\$	\$	\$	%
College of Visual & Perform Arts	COMMITMENT ITEM HIER	990,553.31	138,177.72	321,164.70	459,342.42	531,210.89	53.6

To drill down, right click on any amount, select Goto and select an option based on the type of number (Actual, Budget, Commitment)

270.00	3,505.00	200.00	200.00
	575.00		
1,966.59	8,946.22		
3,897.39	11,522.34		

This detailed report will open in a new tab.

Funds Center	Commitment Item	Posting Date	Vendor	FI Doc #	PO #	Document Text	Actual
Result							3,505.00
4511026100	Art Ed & Crafts 625100	10/22/2015	WUNDER, DOUGLAS	5101125729	4500476151	Not assigned	150.00
		10/20/2015	MILLER, CARRIE	5101125030	4000034658	Not assigned	805.00

It is easiest to select the tab related to the information needed (i.e. Actuals) and then right click to drill down further on that screen. The details report opens in a new tab and the original report will remain open in the previous tab.

Budget tab

This shows the same Total Budget from the Summary – broken out by Sources of the Budget.

Carry Forward

- Open Purchase Commitments at year end
 - Will be paid in the new year; the commitment along with available budget carries forward. Net zero impact on the new year's available budget

Annual Base Budget (Enter)

- Historical base budget approach, newly entered each year
- 4511 fund centers only

Transfers In (Receive); Transfers Out (Send)

- No Net New Budget to the university as a whole – just moving \$ between fund centers
- Can also move funds between expense categories

RIB – Revenue increasing Budget

- 4513 funds only. As Revenue is received, OTHER EXPENSES budget is increased

Supplement

- Used less frequently, for things like
 - Temporary budget in advance of expected funding; later reversed
 - Net new incoming budget funds for the year

Kutztown E&G Budget Transactions
Last Data Update: 11/17/2015 06

* Funds Center by Budget & Trans Type

Fund, Funds Center, Commitment Item, Fiscal Period, Budget Source, Citem Category

Show All Values, Show All Values, Show All Values, Show All Values, All Sources, Oper Exp & Trans

Variable Filters: Fiscal Year: 2016, Funds Center (BCS) Group: SSHE450260 College of Visual & Perform

Dynamic Filters: Budget Structure: All Sources, CI Category (EG): Oper Exp & Trans

		Oper Exp & Trans								
		All Sources								
Funds Center	Commitment Item	Trans Type (BCS)	Carry For.	Recv [±]	Enter [±]	Receive [±]	RIB Target [±]	Send [±]	Supplement [±]	Overall Result [±]
			\$	\$	\$	\$	\$	\$	\$	\$
▼ College of Visual & Perform Arts	► COMMITMENT ITEM HIER		299,757.44	451,418.36	245,207.81	59,440.28	-65,896.42	625.84		990,553.31

Right click, select Go To and select Detail Budget Lines report, then use the text column to determine what type of Carryforward.

Oper Exp & Trans				
	▶ Current Budget	▶ Commitments	▶ Actuals	▪ Com + Act
Commitment Item	\$	\$	\$	
▶ COMMITMENT ITEM HIER	1,424,826.56	315,391.95	159,744.43	
▶ COMMITMENT ITEM HIER	588,885.58	17,811.28	81,711.88	
▶ COMMITMENT ITEM HIER	147,000.00			
▶ COMMITMENT ITEM HIER	51,000.00			
▶ COMMITMENT ITEM HIER	196,739.39	49,050.20	57,110.00	

Goto ▶ Actuals Detail Lines

Change Drilldown ▶ Budget Detail Lines

Properties ▶ Commitment Detail Lines

If carryforward is PO related, it will show "BUDGET CARRYFORWARD FOR COMMITMENTS." If unspent, available prior year budget money, it will show "#", which represents "blank" in BI reports.

Last Data Update: 12/23/2015 06:17:56

				▶ Budget
Transaction Type (BCS)	Doc Date (BCS)	Commitment Item	Text (BCS)	\$
				588,366
Carry For. Recv	07/20/2015	Other Expenses	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	19,730
	08/12/2015	Other Expenses	#	53,690
Enter	06/26/2015	Other Expenses	FY 2016 BASE BUDGET	24,874
Send	08/18/2015	Other Expenses	TRF COVER PURCH TEMP PERSONNEL JULY 15 M DELANEY	-1,332
	10/05/2015	Other Expenses	TO FUND EAB BUSINESS AFFAIRS FORUM MEMBERSHIP	-10,000
	10/21/2015	Other Expenses	TRF FOR PURCH TEMP PERSONNEL AUG 2015 - M DELANEY	-1,093
			TRF FOR PURCH TEMP PERSONNEL SEPT 2015 - M DELANEY	-1,025
	11/24/2015	Other Expenses	TRF FOR PURCH TEMP PERSONNEL OCT 2015 - M DELANEY	-1,401
	12/03/2015	Other Expenses	TO COVER ADDITIONAL B&H COSTS AFTER QUOTE	-2,305
Enter	06/26/2015	Other Expenses	FY 2016 BASE BUDGET	423,038
Carry For. Recv	08/12/2015	Other Expenses	#	800
g Carry For. Recv	08/05/2015	Other Expenses	#	83,388

Commitments tab

This shows the same Total Commitments from the Summary – broken out by Type of Commitment

Funds Center	Commitment Item	Funds Reservation Balance (Open Commitments)	Purchase Order Balance (Open Commitments)	Purchase Requisition Balance (Open Commitments)	Overall Result Balance (Open Commitments)
College of Visual & Perform Arts	COMMITMENT ITEM HIER	17,953.06	103,702.45	14,863.04	136,518.55
COVPA Dean's Office	COMMITMENT ITEM HIER	800.33	8,890.87	5,783.58	15,474.78

Funds Reservation

- Annual estimate of amount to be charged for monthly central services charges (ex. Postage, Telephone, Copier)
- Actual monthly charges decrease the open reserved balance

Purchase Order (PO)

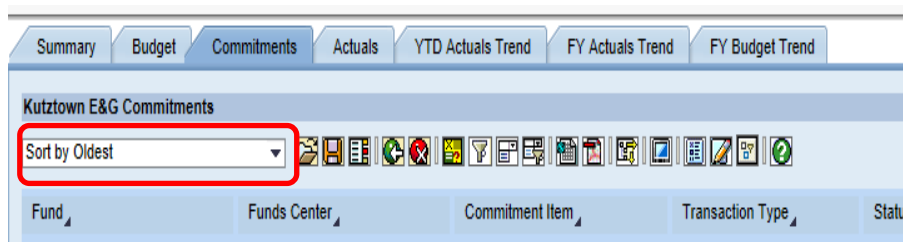
- Until goods/invoice received, PO will remain open
- Any remaining balance will remain open until closed by Procurement Services/Regional Procurement Office
- Blanket PO's may remain open, with a declining open balance

Purchase Requisitions (PR)

- Until approved and converted to PO, Requisitions will remain open

Commitments should be reviewed periodically and if no longer valid, departments should work with Procurement Services/Regional Procurement Office to close them. This will increase the available budget.

Use drop down at top left of the screen on the Commitments tab to sort by oldest.



Caution – at times, PO's may be extended from year to year, so an old date is not always an indicator of something to be closed. Always work with Procurement Services/Regional Procurement Office.

Actuals tab

This is a detailed listing of individual actual charges.

Kutztown E&G Actuals								Last Data Update: 11/17/2015 06:18
Fund	Funds Center	Commitment Item	Fiscal Period	CI Category				Oper Exp & Trans
Show All Values	Show All Values	Show All Values	Show All Values	Oper Exp & Trans				
Variable Filters		Dynamic Filters						
Fiscal Year	2016	CI Category (EG)	Oper Exp & Trans					
Funds Center (BCS) Group	SSHE450260 College of Visual & Perform							
Page 1 of 2								
Funds Center	Commitment Item	Posting Date	PO Doc #	Vendor	Doc Text	Actuals		
4511026000 Visual & Perfn Arts	605100 Postage/Freight/Ship	10/31/2015	200167533	Not assigned	POSTAGE - OCTOBER	368.70		
		09/30/2015	200167533	Not assigned	POSTAGE - SEPTEMBER	6.70		
		09/28/2015	4500476603	PAPER DIRECT, INC.	#	20.99		
		08/31/2015	200167533	Not assigned	POSTAGE - AUGUST	1.42		
		07/31/2015	200167533	Not assigned	POSTAGE - JULY	399.74		
		Result					797.55	
	606115 Long Dist Tele Svc	10/31/2015	200167533	Not assigned	TELEPHONE - OCT	6.31		
		09/30/2015	200167533	Not assigned	TELEPHONE - SEPT	2.70		
		08/31/2015	200167533	Not assigned	TELEPHONE - AUG	9.30		

Sources of Actual Charges

- Invoices paid by Accounts Payable
 - PO related
 - Non-PO related
- Journal Entries by Accounting/Budget Office
 - Monthly central services charges (ex. Postage, Telephone, Copier)
 - Purchasing Card activity
 - Enterprise Rental activity
 - Miscellaneous accruals, reversals, corrections
- Store Room supplies issued
- Payroll

Trend tabs

- **YTD Actual** – Each of the previous 5 years, time period equivalent to Current year to date
- **FY Actual** – Full Fiscal Year for each of the previous 5 yrs, with Current YTD
- **FY Budget** - Option to filter to Annual Base Budget view
 - Total Budget in past years shows all Budget sources. Original Budget view on the top left drop down, gives just the Annual portion, which gives a sense of how much spending is coming from “other sources” (carried forward, transferred in, etc).

The screenshot shows a software interface with several tabs at the top: Summary, Budget, Commitments, Actuals, **YTD Actuals Trend** (highlighted with a red box), FY Actuals Trend, and FY Budget Trend. Below the tabs, the title is "Kutztown E&G FY Trend" and the last data update is "11/17/2015 06:18:39".

There are several filter sections:

- * Funds Center Groups (dropdown)
- Variable Filters: Funds Center (BCS) Group: SSHE450260 College of Visual & Perform
- Dynamic Filters: Fiscal Year Structure: |Prior 2 FYVariance; CI Category (EG): Oper Exp & Trans

The main data table is titled "Oper Exp & Trans" and contains the following data:

Funds Center	Commitment Item	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Prior 2 FY	CFYTD:
		2011	2012	2013	2014	2015	Variance	2016
▼ College of Visual &	► COMMITMENT ITEM HIER	\$ 842,634	\$ 974,123	\$ 737,556	\$ 825,645	\$ 842,534	2.0	\$ 325,882

Basic Navigation

Do not use the web browser “back” button, use the BI icons to navigate instead

Toolbar Button Icon Legend



- A. OPEN - Access and open any previously saved used-defined views.
- B. SAVE - Save a user-defined View after implementing formatting and criteria changes.
- C. BOOKMARKING – Save a link to your browser’s favorites or copy a link to your clipboard.
- D. UNDO - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh.
- E. RESET - This will undo all user navigation, filter changes, and return the view to the way it was delivered.
- F. VARIABLE SCREEN - This will return the user to the Initial Variable Screen to change his or her selections.
- G. FILTERS DISPLAY – Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.
- H. DROPDOWN FILTERS & MENUS – Hide/Display fast filter dropdowns and menus. The report defaults to display fast filter dropdowns and menus.
- I. FILTER PANE - This will allow the user full access to apply / remove filters on the data. Toggle on / off.
- J. EXCEL - This will allow the user to export the current view to Excel for further processing.
- K. PDF PRINT - This will convert the current view to a pdf format to allow the user to either print the view or save the pdf file.
- L. NAVIGATION PANE - This will allow the user full access to the building blocks of the current view. Toggle on / off.
- M. FULL WINDOW VIEW - Open the report detail or chart in a full window to aid scrolling.
- N. PROPERTIES - This will display the properties of the current view. Toggle on / off.
- O. DOCUMENTATION - Access the report documentation and/or tab specific notes.
- P. ADVANCED OPTIONS - Gives users the ability to activate/create exceptions and conditions, save global views, create/edit a report broadcast, export with various formatting options, and/or display system messages. Toggle on / off.
- Q. NAVIGATION MANUAL – Provides a link to the general navigation manual surrounding BI.

Variable Screen



The Variable Screen button can be used to change a variable (i.e. Fiscal Year). The biggest advantage of utilizing this button versus rerunning the report is that any formatting changes remain and the data repopulates according to the changed variables.

Full Window View – allows for “freezing” top row for scrolling



Variable filters – entered when report is run; apply to all tabs of report

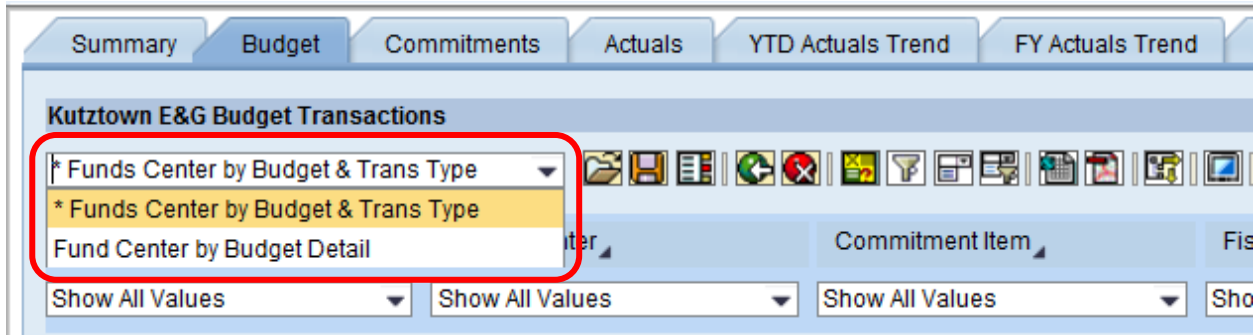
Dynamic filters – only apply to current tab

Variable Filters		Dynamic Filters	
Fiscal Year	<input type="text" value="2016"/>	CI Category (EG)	<input type="text" value="Oper Exp & Trans"/>
Funds Center (BCS) Group	<input type="text" value="SSHE450260 College of Visual & Perform"/>		

Changing Data Content

Many options are available for changing the content of BI Reports in the drop down menus.


Change Global View




Hierarchy Drilldown is available on the Funds Center and Commitment Item

Right-click to choose hierarchy level

Funds Center	Commitment Item	Trans Type (BCS)	Carry For.
▼ Financial & Business Services	▶ COMMITMENT ITEM HIER		427
▶ Business Serv	▶ COMMITMENT ITEM HIER		85
▶ Budget Office	▶ COMMITMENT ITEM HIER		1
▶ Office of Stude	▶ COMMITMENT ITEM HIER		74
▶ Procurement S	▶ COMMITMENT ITEM HIER		2
▶ Comptroller's C	▶ COMMITMENT ITEM HIER		05
▶ AVP Admin & Finance	▶ COMMITMENT ITEM HIER		57
			Level 06
			Level 07
			Level 08
			Level 09

Click  to expand detail on individual items – this applies to both columns and rows

 Indicates open node

 Indicates fully expanded characteristic

The option to turn hierarchies on and off (right-click, choose to check or uncheck Hierarchy Active) may be used to summarize the report in different ways. It may be helpful to turn off the hierarchy before exporting to Excel to make sorting easier.

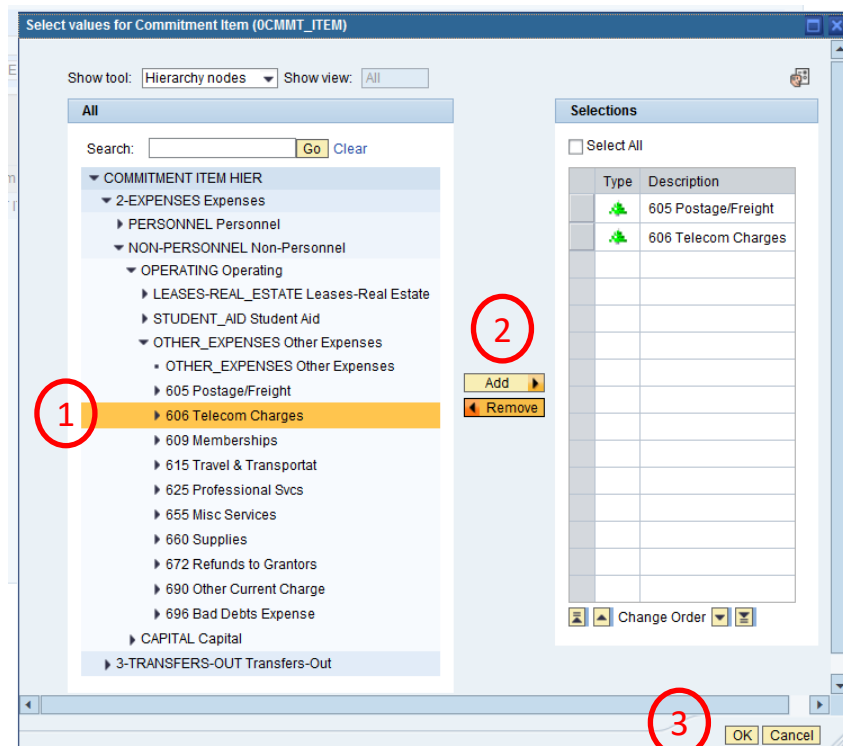
Filter using drop down lists

Fund	Funds Center	Commitment Item	Fiscal Period	Budget Source	CItem Category
Show All Values	Show All Values	Show All Values	Show All Values	All Sources	Oper Exp & Trans

Select multiple filter values by clicking on arrow by filter name, then click select filter values



1. Choose values
2. Click Add
3. Click OK



Sorting

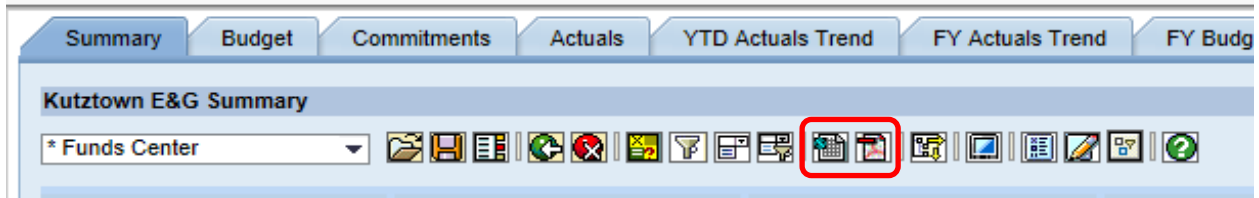
Key Figures and Characteristics can be sorted directly on the data table by clicking on the sort icon next to the description. One click will sort ascending, click on the icon again and it will sort descending.

Icon	Status	Action on Click
	Not Sorted	Sort Ascending
	Sorted Ascending	Sort Descending
	Sorted Descending	Sort Ascending

Exporting Data

Reports can be exported to Excel and PDF.

Be sure to make any changes to the data in BI before clicking the export button. Because the formulas for results rows don't translate to Excel (just the values), it's best to remove them prior to exporting if any further manipulation in Excel will be necessary.



After choosing to export to Excel, the user will be asked if the user wants to open the file. Click Open, then a notification that the file is in a different format will appear. Click Yes. Because the file exports in a single web page format, it's best to save the file immediately as an Excel workbook (.xlsx).

If choosing to export to PDF, the data will be automatically formatted to print. The option to change some properties will pop up, but it is not required. Click OK. Then click Open or save the PDF file.

Printing Reports

Choosing to export to PDF is the easiest way to print the report, since it is formatted to print automatically. Using the print button on the web browser toolbar will generate a printed report that cuts off information.

